

  
Approved for Release

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Date

DEPARTMENT OF COMMERCE  
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION  
OFFICE OF ADMINISTRATIVE SERVICES

PROPERTY BULLETIN # 005, FY10

**SUBJECT:** Proper Recordkeeping and Accounting for Property Entered into the Personal Property Management System (Sunflower)

**EFFECTIVE DATE:** January 11, 2010

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** A recent A-123 audit, *Non-financial Internal Control Review of Personal Property*, identified recordkeeping of acquisition documentation for property assets entered into the Sunflower Personal Property Management System (PPMS) as a major deficiency across the entire Department. All Department Property Officials (POs) are required to obtain or establish adequate records to control personal property for which they are responsible in accordance with the Department of Commerce (DOC) Personal Property Management Manual (PPMM) and the Department's Handbook of Accounting Principles and Standards. Adequate and accurate supporting documentation for personal property assets entered into the PPMS is necessary for proper pricing, depreciation, cost determination, and accounting purposes at the Department.

**PURPOSE:** The purpose of this property bulletin is to ensure Department POs are in compliance with the DOC PPMM and the Department's Handbook of Accounting Principles and Standards by maintaining adequate documentation for accountable property.

**PROCEDURES/APPLICABILITY:** This guideline shall apply to all Department POs. Department POs are required to scan all supporting documentation (purchase orders, bankcard purchase statements, acquisition paperwork, etc) into the PPMS for all accountable property. This can be accomplished by utilizing the "Comment/Picture/Attachment" button or the "Document" field in the PPMS. Job aids on this functionality are available, upon request, from the Sunflower Management Center. Department Property Officials should work closely with the Acquisition community to obtain the necessary acquisition documentation required to comply with this policy.

**REFERENCES:** DOC Personal Property Management Manual, October 2007 and DOC Handbook of Accounting Principles and Standards, February 2008.

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